

TITLE: RECREATION ACTIVITIES FACILITATOR
SECTION: Elementary School
REPORTS TO: Administrative Officer

#129

SUMMARY:

Under the direction of the School Administrative Officer or delegate, plans and develops a school based activity program for Primary and Intermediate Students and provides direct leadership and supervision of the activities.

DUTIES

1. Develop and plan an intra-mural activity program that involves primary and intermediate students.
 2. Implement planned activities through direct leadership and supervision.
 3. Access and utilize community resources and facilities as appropriate and available.
 4. Liaise with community, parents, students and the Advisory Committee to identify needs, interests and priorities to be met by the program.
 5. Provide periodic reports to the Advisory Committee regarding the ongoing development and delivery of the program.
 6. Incorporate those guidelines for the program that meet the criteria established by the Administrative Officer, Advisory Committee and Ministry of Education.
 7. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
- Two years training in the areas of recreational planning and organization of a wide variety of activities or an equivalent
- combination of training and experience
- One year experience working with children and demonstrated ability to establish and maintain respect for and from students
- Demonstrated skills, knowledge and experience in conflict resolution and basic behaviour management
- Excellent leadership, communication and interpersonal skills
- An awareness of the requirement for confidentiality of sensitive information seen or heard
- Ability to maintain records and statistical reports
- Physical capabilities to perform the job duties
- Valid WCB Occupational First Aid Level 1 certificate.